



**ICAR- CENTRAL INSTITUTE OF FISHERIES EDUCATION**  
(Deemed University) Kolkata Centre  
32-GN Block, Sector-V, Salt Lake City, Kolkata-700091  
Tel: 033-23573893/7265/5269, Fax: 033-2357 3469/6197, Website:  
[www.cife.edu.in](http://www.cife.edu.in)



F.No.6-9/works/ AMC (Xerox)/CIFE/Kol/16-17/467

Dated: 2/6/2016

To  
Website

Sub: Quotation for AMC of two photocopier machines- Canon Model Image Runner 2525 and Model No. IR2016at ICAR-CIFE Kolkata Centre – regarding

Sir,

As approved by the competent authority, the date of submission of quotation is extended upto 13.06.2016, the undersigned is requesting for submission of quotation for AMC of two photocopier machines- Canon Model Image Runner 2525 and Model No. IR2016 at ICAR-CIFE Kolkata Centre. The party should submit sealed quotation **on or before 13<sup>th</sup> June, 2016** address to the officer in Charge, ICAR-Central Institute of Fisheries Education, Kolkata Centre, 32 "GN" Block, Sector-V, Salt Lake City, Kolkata- 700091 preferable by Register/speed post/by hand (in the quotation box office room No. 9). The party is requested to submit photocopies of valid documents namely trade license, Company registration certification & PAN card along with quotation and these are subjected to verification with original at the time of placement of work order, if needed.

**Details of photocopier machine:**

| Sl.no. | Model no. of photocopiers     | Qty.   | Rate for photocopiers |                     |
|--------|-------------------------------|--------|-----------------------|---------------------|
|        |                               |        | With spare parts      | Without spare parts |
| 1.     | Canon Model Image Runner 2525 | 01 no. |                       |                     |
| 2.     | Model No. IR2016              | 01 no. |                       |                     |

**Scope of work and terms & conditioners of the contract**

1. The AMC is for regular checking and repairing of minor / major fault.
2. Parts will be supplied to the party by this Centre for any major fault for repairing but without making any payment as lab our charges from this side.
3. The payment will be made on monthly /Quarterly basis on successful completion of work.
4. It is mandatory that party has to be deposited a demand draft of Rs.500/- (Rupees five hundred only) as earnest money along with quotations / short tender letter. The draft will be drawn in favour of ICAR (CIFE) subunit, Kolkata. It is to mention that without the earnest money no quotation will be considered during further processing.
5. The Officer-in-Charge reserves the right to accept or reject any or all estimate without specifying and reason thereof.

Yours faithfully,

In-Charge (Works)